

*Available beginning
January 12, 2009
See calendar for
details*

New Supervisory Leadership Development

is a one-day workshop teaching foundational leadership skills to those who are new to people management.

Change Management

is a one-day workshop teaching management the process to effectively implement change within the environment of state government.

Investigations Discrimination & Harassment Claims

is a one-day intensive workshop using case studies to teach the basic legal foundation for harassment and discrimination claims. The workshop is taught by DoHR Legal Counsel on a quarterly basis.

See THE Calendar.

Next course February 6, 2009.

****Performance Evaluation***

is an ***on-line*** course teaching the state's formal employee evaluation system. Management learns the state's philosophy of performance evaluation and the fundamentals necessary to manage the process.

****Organizational Policies and Practices***

is a one-day workshop teaching management their responsibilities to enforce the policies and practices of the Tennessee Department of Human Resources.

****Giving Employee Feedback***

is a one-day scenario-based workshop teaching basic skills of giving feedback necessary to effectively manage the Performance Evaluation process.

(formerly Managing Performance)

****Respectful Workplace-A Manager's Guide for Preventing Workplace Harassment***

is a one-day workshop teaching management the state's Workplace Harassment Policy and the responsibility to enforce the policy to ensure respectful behavior in working environments.

****Completing Harassment Intake/Referral Forms***

is an ***on-line*** course teaching designated employees the process for completing Harassment intake forms. The course is a prerequisite for Investigations Workshop.

****Introduction to the Americans with Disabilities Act (ADAAA)***

is a half-day workshop teaching the basics of the ADA law. The workshop is taught quarterly and is open to all employees.

See THE Calendar.

(Open to all state employees)

Management Fundamentals**

****Compliance*** – DoHR highly recommends management fully participate in compliance workshops as the primary means to acquire the knowledge/skills necessary to meet liability and ethical expectations of all leaders in Tennessee state government.

*****Includes Managers and Supervisors***

*Strategic
Learning
Solutions*